

RESTRICTED

11 May 1951

MEMORANDUM FOR: Each Individual Listed Below

SUBJECT : Conferences

1. Confirming instructions given during Staff Meeting on 10 May, the individuals listed below will confer weekly with the Deputy Director (Administration) in his office on the days and at the hours indicated:

<u>Day</u>	<u>Hour</u>	<u>Official</u>
Monday	3:45 4:30	Assistant Deputy Director - IAS Advisor for Management
Tuesday	3:45 4:30	Comptroller (with Chief, Contracting & Coordinating Unit) Comptroller
Wednesday	3:45 4:30	Auditor General Counsel (with Legislative Counsel if appropriate)
Thursday	3:45 4:30	Chief, Medical Staff Personnel Director
Friday	3:45 4:30	Chief, Administrative Services Chief of Procurement

2. A general Staff Meeting of Administrative Office Heads will be held hereafter at 10:45 A.M. on the first Wednesday of each month. It is desired that each Office Head attending the general Meeting present one item, within his sphere of responsibility, which will be of general interest. Subjects will be reported to the Advisor for Management by Noon of the Monday prior to the general Meeting. The Advisor for Management will prepare an agenda of these subjects and furnish a copy to the Deputy Director (Administration) prior to the Meeting.

WALTER REID WOLF
Deputy Director
(Administration)

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